



# BETHEL UNIVERSITY

## GUIDE TO CONSUMER INFORMATION 2023-2024

Bethel began in 1871 as a seminary to train pastors. Today, Bethel University remains a private, Christian university, sponsored in part by the churches of Converge Worldwide, but open to all men and women willing to learn within an evangelical perspective and community. Bethel University (BU) is recognized as a top-ranked, evangelical Christian university based in St. Paul, Minnesota. Bethel University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools ([www.hlcommission.org/](http://www.hlcommission.org/); phone: (312)263-0456). In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is available to inform of consumer information. This Guide contains a brief description of important information about BU, financial assistance, graduation rates, athletic participation, campus security, student rights and responsibilities, study abroad, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available within each schools' academic catalog. Printed copies of the information may be requested from the specific University schools. This Guide is available online through the Office of Financial Aid at <https://www.bethel.edu/offices/financial-aid/> or by requesting a paper copy from the address on the last page.

### ACADEMIC CALENDAR

College of Arts & Sciences (CAS) Academic Calendar is located at: <https://www.bethel.edu/undergrad/academics/calendar/>. Seminary Academic Calendar is located at: <https://www.bethel.edu/registrar/important-dates-schedules/>. For College of Adult & Professional Studies (CAPS) Academic Calendar see <http://catalog.bethel.edu/adult-professional-studies/academic-calendar/> & for Graduate School (GS) see <http://catalog.bethel.edu/graduate/academic-calendar/>.

### ATHLETIC PROGRAM PARTICIPATION AND INFORMATION

Bethel is a member of the National Collegiate Athletic Association (NCAA) and the Minnesota Intercollegiate Athletic Conference (MIAC). As a member of the NCAA at the Division III level, Bethel, like all Division III institutions, does not offer athletic scholarships. However, approximately 90% of all Bethel students receive some type of financial aid. Incoming freshman and transfers must complete three forms: Medical evaluation, insurance information, and sickle cell trait form. More information is available by contacting the Athletic Department, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6397; or at <http://athletics.bethel.edu/>.

### CAMPUS SAFETY AND CRIME

Bethel University Campus Safety and Security has the primary responsibility of developing and deploying services, programs and strategies for maintaining a reasonably safe campus. In accordance with the Clery Act, Bethel University is required to post security policies as well as publish statistics for certain crimes and fires. Bethel University has combined the relevant policies and statistics into the Annual Security Report (ASR). The ASR and other policy information reports may be found at [https://www.bethel.edu/safety-security-](https://www.bethel.edu/safety-security/security/campus-crime-statistics)

[security/security/campus-crime-statistics](https://www.bethel.edu/safety-security/). For any inquiries, visit the Office of Security and Safety, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6000; or at <https://www.bethel.edu/safety-security/>.

### COMPLAINTS

Being a reconciler is one of Bethel University's core values. That's why we encourage those who have concerns or complaints to try to reconcile with the individuals involved whenever possible. We also recognize that we live in an imperfect world and sometimes a more formal complaint process is needed (<https://www.bethel.edu/about/contact/concerns-complaints>).

### CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day is September 17. This day commemorates the September 17, 1787 signing of the United States Constitution. Bethel University celebrates this day annually, Events are publicized by posters in the hallways and/or in our twice weekly [e-announcements](#).

### COPYRIGHT INFRINGEMENT

In accordance with the Digital Millennium Copyright Act (DMCA), Bethel University has designated an agent to receive notice of unauthorized online use of copyrighted materials. More information may be found at <https://confluence.bethel.edu/display/ITSKB/Copyright+Infringement+Policy>. To report an information security incident at Bethel University, contact the DMCA Agent, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6588; or email: [dmcaagent@bethel.edu](mailto:dmcaagent@bethel.edu).

### DEFINITION OF CREDITS

Bethel is committed to having equivalent definitions of “credit hour” across the five academic units of Bethel, the College of Arts & Sciences (CAS), the Institute for Exceptional Learners (IEL), the College of Adult & Professional Studies (CAPS), Bethel Seminary, and the Graduate School (GS). This means that a “credit hour,” whether at the Seminary, CAPS, GS, IEL or in CAS, will reflect comparable amounts of work assigned to affect student engagement, either in direct instruction or activities such as reading, examination preparation, research, or writing. We will ensure that a Bethel “credit hour” and a Title IV “credit hour” are equivalent. For more information please see our credit hour policy:

<https://www.bethel.edu/provost/policies-and-procedures/>

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Bethel University’s Emergency Preparedness and Notification policy is published annually in the *Annual Security Report (ASR)*. This report can be found online at <https://www.bethel.edu/safety-security/security/campus-crime-statistics>. Bethel University is committed to notifying and informing its campus community in the event of an emergency. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff, Bethel University will use appropriate communications channels to notify the community. More information can also be attained at <https://www.bethel.edu/safety-security/safety/emergency-procedures>, or by contacting Office of Safety and Security, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6000.

## **ENFORCEMENT ACTIONS**

Enforcement actions or prosecutions by law enforcement agencies where a final judgment against the institution could result in accrediting agency or state authorization institutional limitations are monitored by our Provost’s Office. Questions can be directed to [provost@bethel.edu](mailto:provost@bethel.edu).

## **ENROLLMENT IN GRADUATE OR PROFESSIONAL PROGRAMS**

For the College of Arts & Sciences class of 2021-2022, 18.3% are enrolled in graduate or professional educational programs.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) offers students certain rights with respect to their educational records. They include the right to: 1) inspect and review their educational records; 2) request to amend their education records; 3) limit disclosure of "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) known as *directory* information; and 4) file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with FERPA. Complete policies and procedures are available on the Office of Registrar’s web site at <https://www.bethel.edu/registrar/ferpa>. Questions can be directed to the Office of the Registrar, 2 Pine Tree Drive, St. Paul, MN 55112.

## **FINANCIAL AID**

Financial Aid has descriptions about available federal, state, institutional, and private sources of student assistance. On the financial aid page, students can find application procedures, eligibility criteria, and dates & deadlines. Information about enrollment requirements for regular and study abroad students and student account refund calculators are also available at the Office of Financial Aid, 3900 Bethel Drive, St. Paul, MN 55112; phone (651) 638-6241; or at <https://www.bethel.edu/offices/financial-aid/>.

Terms and conditions of Federal Work-Study can be found at <https://www.bethel.edu/undergrad/financial-aid/types/student-employment>. Students are required to make satisfactory academic progress to maintain financial aid eligibility. More information about financial aid and satisfactory academic progress standards are available at <https://www.bethel.edu/undergrad/financial-aid/eligibility/academic-progress>.

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available on the Office of Financial Aid website, <https://www.bethel.edu/offices/financial-aid/>. The cost of attendance is school specific: College of Arts & Sciences: <https://www.bethel.edu/undergrad/financial-aid/tuition/>, College of Adult & Professional Studies: <https://www.bethel.edu/adult-undergrad/financial-aid/tuition/>, Graduate School: <https://www.bethel.edu/graduate/financial-aid/tuition/>, Bethel Seminary: <https://www.bethel.edu/seminary/financial-aid/tuition/>.

Information regarding the necessity of repaying direct loans is located within the Entrance or Exit Counseling session at <https://studentloans.gov/myDirectLoan/index.action>. A sample loan repayment schedule can be found at <https://www.bethel.edu/seminary/financial-aid/after-awarded/compare-loans>. Completion of entrance counseling is necessary for the disbursement of the loans. Students are notified about completing loan exit counseling upon graduation, withdrawing, or dropping below half-time status. More information about all loan counseling is found at <https://www.bethel.edu/offices/financial-aid/counseling>.

## **FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES**

Financial Aid (loans, grants, including Federal Pell Grant, and scholarships) will be posted to student accounts at the beginning of the term. If there is a credit balance (due to Title IV funds, which includes Direct Loans and Pell) after term charges are satisfied, the Business Office will send a credit balance check to the student within 14 days of the first day of class or within 14 days of when the funds were posted (whichever is later). Students should contact the Business Office to request a credit balance check if a check was not automatically issued. Excess funds are to be used for educational and living expenses (i.e. books, supplies, etc.).

## **FIRE SAFETY REPORT**

Bethel’s annual fire safety report is published annually in the Annual Security Report (ASR). This report can be found on our website at <https://www.bethel.edu/safety-security/security/campus-crime-statistics>. Any incident of fire or signs of smoke/fire should be immediately reported to the Office of Safety and Security.

## **GRADUATION RATES**

Bethel’s graduation rates for first-time full-time freshmen (fall 2017) are as follows: 64% within 4 years, 74% within 5 years, and 75% within 6 years. More information can be found by contacting Office of Institutional Data & Research, Bethel University, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6429; or online at <https://www.bethel.edu/institutional-data-research/outcomes/graduation/undergrad>.

## **HISTORIC DEBT OF GRADUATES**

Reports summarizing student educational debt for graduates of Bethel’s four schools in recent years are available

at <https://www.bethel.edu/institutional-data-research/outcomes/student-debt/>

## **INFORMATION ABOUT THE INSTITUTION**

Descriptions of academic programs, degree offerings, and instructional personnel are available from the various schools and online at the following websites; as well as information regarding requirements for admission to an academic program, the transfer student application process and the criteria the University uses regarding transfer credits earned at another Institution: <http://catalog.bethel.edu/>

Bethel University is accredited by The Higher Learning Commission (hlcommission.org). Bethel University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Bethel is also accredited by the Teacher Education Accreditation Council, the Council on Social Work Education (at the undergraduate level); the Commission on Accreditation of Athletic Training Education Programs (CAATE) (at the undergraduate level for the Athletic Training Education Program); and the Commission on Collegiate Nursing Education (at the undergraduate and master's levels) (One Dupont Circle NW, Suite 530, Washington, D.C. 20036-1120; phone: (202)887-6791). For more information about BU's accreditation, go to <https://www.bethel.edu/about/bethel-glance/accreditation>.

## **INSTITUTIONAL DRUG AND ALCOHOL POLICY**

Bethel University's Policy on Alcohol and Drugs is published annually in the *Annual Security Report*. This report can be found online at <https://www.bethel.edu/safety-security/security/campus-crime-statistics>. The standards of conduct for Bethel clearly prohibit the use of drugs and alcohol both on and off campus. In addition, federal and state laws prohibit the possession, use, and sale of alcoholic beverages by individuals under 21 years of age, and possession, use, or distribution of illegal drugs by individuals of any age. Bethel will impose sanctions on community members who violate laws or institutional policy and may refer them for prosecution under local, state, and federal law. More information can also be attained at <https://www.bethel.edu/safety-security/>, or by contacting Office of Safety and Security, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6000.

## **NET PRICE CALCULATOR**

The College of Arts & Sciences houses the Net Price Calculator at the website <https://www.bethel.edu/undergrad/financial-aid/before-apply/estimate/>. This feature provides an early approximation of what a new first-year; undergraduate student can expect to pay to attend Bethel. This calculator is not an official application for financial aid and is not a substitute for applying for financial aid. The results provided are only an estimate and do not guarantee the actual financial aid received. For more information and for graduate, transfers, readmitted, continuing, international, or part-time students, contact the Office of Financial Aid, 3900 Bethel Drive, St. Paul, MN 55112; phone (651) 638-6241; [finaid@bethel.edu](mailto:finaid@bethel.edu) or at <https://www.bethel.edu/undergrad/financial-aid/contact/>.

## **OFFICE OF CAREER DEVELOPMENT & CALLING**

Job Preparation: 94.5% of 2022 graduates were at least somewhat satisfied with how their education at Bethel prepared them for their current job; 76.5% were satisfied or very satisfied. Continuing Education: 19% of 2022 graduates are currently enrolled in an educational institution. Of the graduates seeking full-time employment, 86.1% found a job within 6 months after graduation; 95.5% were employed full-time within 1 year of graduation. More

information can be attained at <https://www.bethel.edu/career-development/>, or by contacting the Career Development & Calling Office, 3900 Bethel Drive, St. Paul, MN 55112; phone: 651-638-6460; or email: [career-development@bethel.edu](mailto:career-development@bethel.edu).

## **PREFERRED LENDER LISTS AND ARRANGEMENTS**

The Higher Education Opportunity Act requires disclosures related to private education loans. Bethel University's code of conduct governing educational loan activities can be found here. <https://www.bethel.edu/financial-aid/forms/loan-code-conduct.pdf>. Bethel University does not endorse any Private Education Loan lender. However, to assist students a list of preferred lenders and their disclosures may be found here: <https://www.bethel.edu/undergrad/financial-aid/types/loans/>. Private Loan Self-Certification forms are generally collected by lenders during the application process. Students can request Self-Certification forms or assistance with their completion from the Financial Ai Office.

## **REFUND POLICY**

CAS Tuition & Fees and Housing Refund Policy: Students need to contact Student Life as their first step. The student fees are refunded in full through the 100% refund period. Students who withdraw after the Full Refund Period receive a pro-rata refund of institutional charges up to and including 50% of the enrollment period. The percentage of institutional charges and financial aid retained on the student's account is equal to the percentage of the period of enrollment that was completed.

CAS Meal Plan Refund Policy: Students with a meal plan who officially withdraw or choose to cancel their meal plan must email [dining-services@bethel.edu](mailto:dining-services@bethel.edu). A student may receive a prorated refund of their meal plan.

CAS Financial Aid and the Refund Policy: The full refund period is the eighth calendar day after the beginning of the semester. Modular courses, which begin after the first week of the semester and/or end before the final week of the semester, also have a 100 percent refund period through the eighth calendar day of the course. If you withdraw from all classes during the first 8 calendar days of fall or spring semester, all of your financial aid will be refunded (removed from your account) unless you complete a Supplemental Withdrawal Form (available in the Office of Student Life), documenting your attendance at each class. Upon the receipt of the Supplemental Withdrawal Form, the federal financial aid refund policy will be calculated. If students receive a full (100%) refund of tuition, they are ineligible for any state, institutional, or private sources of financial aid. More information about the calculations is available at <https://www.bethel.edu/undergrad/financial-aid/tuition/refunds>.

CAPS Tuition and Fees Refund Policy: After registration, changes made to a student's schedule must be made in consultation with the Office of Student Success, and must be completed online by the student or in writing. Please note that changes may affect financial aid status. Students who drop a course will receive a full tuition refund for eight (8) calendar days unless the course is less than five weeks in length. Students that withdraw from a course, starting after the eight calendar days, will be granted a refund according to the sliding scale. Bethel fees (if applicable) are refunded in full through the 100% period. Thereafter, there is no refund of fees.

CAPS Financial Aid and the Refund Policy: Upon withdrawal, refunds of financial aid will be calculated. If you receive a full (100%) refund of tuition, you are ineligible for any federal, state, institutional, or private source of financial aid. More information about the calculations is available at <https://www.bethel.edu/adult-undergrad/financial-aid/tuition/refunds>.

GS Tuition and Fees Refund Policy: A student planning to withdraw must notify their Student Success Advisor before the enrollment deposit will be refunded. Please note that changes may affect financial aid status. Students who drop a course will receive a full tuition refund for eight (8) calendar days unless the course is less than five weeks in length. If less than five weeks in length, students will receive a full tuition refund through the first three (3) days of the course. These dropped courses must be made online or in writing on or before the 100% tuition refund period. Students that withdraw from a course, starting after the 100% tuition refund period will be granted a refund according to the sliding scale. Bethel fees (if applicable) are refunded in full through the 100% period. Thereafter, there is no refund of fees.

GS Financial Aid and Refund Policy: Because the institutional refund policy follows a different formula for reducing tuition, a student may still owe money to the school after all calculations are complete. A student considering withdrawal is encouraged to contact the financial aid team to determine the effect withdrawing would have on financial aid. More information about the calculations is available at <https://www.bethel.edu/graduate/financial-aid/tuition/refunds>.

Seminary Tuition and Fees Refund Policy: Students who withdraw *after* the Full Refund Period receive a pro-rata refund of institutional charges up to and including 60% of the enrollment period. The percentage of institutional charges and financial aid retained on the student's account is equal to the percentage of the period of enrollment that was completed

Seminary Financial Aid and the Refund Policy: Students who withdraw from all classes during the 100% tuition refund period will receive a full refund of all their financial aid. Students who drop a course will receive full tuition refund for eight calendar days unless the course is less than five weeks in length. If the course is less than five weeks in length, students will receive full tuition refund through the first 3 days of the course. Upon withdrawal, the federal financial aid refund policy will be calculated. If students receive a full (100%) refund of tuition, they are ineligible for any federal, institutional, or private sources of financial aid. More information about the calculations is available at <https://www.bethel.edu/seminary/financial-aid/tuition/refunds>.

More specific information about the refund calculations and policies for each school is available at <https://www.bethel.edu/business-office/student-billing-policies> or by contacting the Office of Financial Aid, 2 Pine Tree Drive, St. Paul, MN 55112; phone (651)638-6241 or [business-office@bethel.edu](mailto:business-office@bethel.edu).

## **RETENTION RATES**

Of the entering cohort of first-time, full-time, degree-seeking students who entered Bethel University in the fall of 2022, 87% returned for their second year (fall 2023). For more information contact Office of Institutional Data & Research, Bethel University, 3900 Bethel Drive, St. Paul, MN 55112; phone (651)638-6429. 2017 data available at IPEDS: <http://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitId=acb2aeacb1ab>

## **SCHOLARSHIP SCAMS**

The Office of Financial Aid cautions to avoid scholarship scams. More information is available at [Be Wary of Financial Aid Search Companies\(state.mn.us\)](http://www.ag.state.mn.us/Consumer/Publications/ScholarAid.asp) & <http://www.ag.state.mn.us/Consumer/Publications/ScholarAid.asp>. If you believe that you have been a victim of a scholarship scam, you may wish to file a complaint with the Federal Trade Commission (FTC) at <http://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams>.

## **SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES**

The office of Accessibility Resources and Services is committed to its mission to support the ongoing development of an accessible university that embraces and celebrates diversity. The office ensures that students with disabilities have equal access and opportunity to the University and its programs. Information is available at the Office of Accessibility Resources and Services (OARS), 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6833; email: [accessibility-services@bethel.edu](mailto:accessibility-services@bethel.edu); or at <https://www.bethel.edu/accessibility/>.

## **STATE, FEDERAL OR TRIBAL APPROVAL OR LICENSING**

<https://www.bethel.edu/about/accreditations>  
<https://www.bethel.edu/academics/program-licensure/>  
<https://www.bethel.edu/about/contact/concerns-complaints>

## **STUDENT BODY DIVERSITY**

Percentage of students enrolled full-time by gender, race or ethnicity, and Federal Pell Grant recipients.

As of the Fall 2023 census date, 57.0% of Bethel University's total full-time undergraduate student enrollment is female. 73.4% of Bethel's total full-time graduate student enrollment is female.

As of the Fall 2023 census date, 20.3% of Bethel University's total full-time undergraduate student enrollment are students of color. 22.9% of Bethel's total full-time graduate student enrollment are students of color.

As of the Fall 2023 census date, 20.5% of full-time, degree-seeking undergraduate students are Federal Pell Grant recipients.

More information can be found by contacting the Office of Institutional Data & Research, Bethel University, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651) 638-6429; email: [institutional-data-research@bethel.edu](mailto:institutional-data-research@bethel.edu).

## **STUDENT LOCATION FOR PROGRAM CURRICULUM DETERMINATIONS**

Definition of "Location" for Bethel students enrolling or enrolled in programs leading to licensure:

- 1.If the student is living in Bethel campus housing while enrolled in the program, the student's "location" will be their campus housing address (i.e., Minnesota)
- 2.If the student is not located in campus housing, but has a temporary address in Banner (i.e., a student who lives off-campus), the student's location will be the state of their temporary address.
3. For all remaining students in licensure programs, "location" will be defined as the state of their mailing address.

Active Notification of Licensure Students Prior to Enrollment:

At the point of a student's acceptance and prior to making a financial commitment to Bethel (at each level: CAS, CAPS, Sem, GS) we identify students who have declared a major/minor/program in a field that leads to licensure. If it is determined that the student's location is in a state where the Bethel program does not meet licensure requirements, or we haven't determined if the Bethel program meets licensure requirements, we will send an email to that student with that information. Oversight of the program should reside either in the admissions office or the student success office, depending on when the "hand-off" takes place.

Active Notification of Licensure Students who Relocate to a different State after Enrollment:

Our passive information (website) includes a notification on the Licensure page describing how students who change location (to a different state) can update their address in Banner. Once a student notifies the institution of a change of location and has moved to a state where the program does not meet licensure requirements, the institution sends them an appropriate email.

## **STUDY ABROAD**

A high percentage of Bethel students participate in one of the University's semester, January session, or summer off-campus study programs. Students in an approved off-campus program can use federal and state financial aid, as well as external (non-Bethel) grants and scholarships. For more information about policies and eligible study abroad programs, contact the Office of International and Off-Campus Programs in person at Clauson Center 320A, 3900 Bethel Drive, St. Paul, MN 55112; by phone at [\(651\)638-6549](tel:6516386549); or by email at [study-abroad@bethel.edu](mailto:study-abroad@bethel.edu). For financial aid information, contact the Office of Financial Aid in person at Anderson Center 5<sup>th</sup> Level, 2 Pine Tree Drive, St. Paul, MN 55112; by phone at [\(651\)638-6241](tel:6516386241); or by email at [finaid@bethel.edu](mailto:finaid@bethel.edu).

## **TEACHER PREPARATION PROGRAM REPORT CARD**

All of Bethel's teacher preparation programs (TPPs) are required to submit four reports to sustain accreditation compliance. Twice a year, Bethel reports to the federal government Title II data: Number of students admitted; graduates; percentage of students of color; and related data. Annually, Bethel's TPPs submit Data Summary Reports to its Minnesota accreditor, the Professional Education Licensing Standards Board (PELSB): Data similar to the Title II data and various assessment results required by PELSB. Once every three years, Bethel's TPPs submit a report (PERCA) which indicates compliance with PELSB's rules and standards as well as any curricular changes in each program. Finally, every six years, Bethel's teacher prep programs participate in an extensive state accreditation site visit process. For the past several decades, Bethel has been in compliance with submitting all the reports cited above prior to their required deadlines.

## **TEXTBOOK INFORMATION**

CAS students may purchase all their textbooks and educational materials from the Campus Store. The Campus Store is owned and operated by Bethel University. Textbooks may be purchased through the Campus Store or online at <https://www.bethel.edu/campus-store/textbooks/>. Select to pick up your order in the Campus Store or ship to your residence. CAPS, GS, and Seminary students may order books online through [MBSdirect.net](http://MBSdirect.net).

## **TRANSFER CREDIT POLICIES**

Transfer credit policies are available at <https://www.bethel.edu/registrar/transfer-credits/>.

## **VACCINATIONS**

All students need to supply record of immunizations once they enroll at Bethel. Students report their Tetanus and MMR dates by logging into MyBethel. Immunization requirements and recommendations for students entering Bethel are listed on the Health Services web site page at <https://www.bethel.edu/health-services/medical-forms/immunization-records>. The form for medical exemption is located at this web site. More information is available at the web site listed above or by contacting Health Services, Townhouse H, 1<sup>st</sup> Level, 3900 Bethel Drive, St. Paul, MN 55112; phone: (651)638-6215; or [health-services@bethel.edu](mailto:health-services@bethel.edu).

## **VERIFICATION REQUIREMENTS**

<https://www.bethel.edu/undergrad/financial-aid/apply/verification>

## **VOTER REGISTRATION**

Registration to vote in your state is available at <https://www.usa.gov/register-to-vote>. Information for voting in Minnesota can be obtained at [Minnesota Secretary Of State - I'm a college student](#).

## **WITHDRAWAL POLICY**

College of Arts and Sciences (CAS): If planning to withdraw from all classes, students must notify the Office of Student Life where the withdrawal form is located. Find more information at <https://www.bethel.edu/undergrad/financial-aid/tuition/refunds>. To contact the Office of Student Life: phone (651)638-6300; Brushaber Commons 252, website <https://www.bethel.edu/undergrad/student-life/contact/>.

College of Adult and Professional Studies (CAPS): After registration, changes made to a student's schedule must be made in consultation with the Office of Student Success, and must be completed online by the student or in writing. Please note that changes may affect financial aid status. Students who drop a course will receive full tuition refund for eight calendar days unless the course is less than five weeks in length. Find more information at <https://www.bethel.edu/graduate/financial-aid/tuition/refunds>. To contact the Office of Student Success: <https://www.bethel.edu/student-success/contact/adult-undergrad/> phone (651)635-8800; email [student-success@bethel.edu](mailto:student-success@bethel.edu).

Graduate School (GS): A student planning to withdraw must notify their Student Success Advisor before the enrollment deposit will be refunded. Find more information at <https://www.bethel.edu/graduate/financial-aid/tuition/refunds>. To contact the Office of Student Success: <https://www.bethel.edu/student-success/contact/graduate/> phone (651)635-8800; email [student-success@bethel.edu](mailto:student-success@bethel.edu).

Seminary Withdrawal Policy: See Bethel's policies about refunds <https://www.bethel.edu/seminary/financial-aid/tuition/refunds>. To contact the Office of Student Success <https://www.bethel.edu/student-success/contact/seminary/>.

All schools: <https://www.bethel.edu/business-office/student-billing-policies>.

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3900 Bethel Drive, St. Paul, MN 55112  
Phone: (651)638-6241; Fax: (651)635-1491  
Contact Person: Jeff Olson, Director of Financial Aid  
Availability: Monday – Friday 8:00 AM to 4:30 PM

Email: [finaid@bethel.edu](mailto:finaid@bethel.edu)  
Website: <https://www.bethel.edu/offices/financial-aid/>